



VOCATIONAL INSTRUCTOR
(OFFICE SERVICES AND
RELATED TECHNOLOGIES)
(CORRECTIONAL FACILITY)
Final Filing Date: CONTINUOUS

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January through June and July through December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation Department of Corrections and Rehabilitation
Office of Selection Services Office of Selection Services
P.O. Box 942883 1515 "S" Street, Room 522-N
Sacramento, CA 94283-0001 Sacramento, CA 95811-7243
(916) 322-2545 (916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Office of Selection Services.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

NOTE: Only applications with an original signature will be accepted.

NOTE: All applicants must indicate the location(s) in which they are willing to work on the attached location preference sheet, and return it with the Examination Application (STD Form 678.)

TEST DATE To learn more about examination date(s), contact the testing office indicated above.

SALARY RANGE(S) As of: August 1, 2007

\$4,344.82 - \$9,101.22

MINIMUM QUALIFICATIONS

Experience: Five years of journeyperson work experience in Office Services and Related Technologies. At least one year of the required work experience must be within the three years immediately preceding the issuance of the preliminary credential. (48 semester units of postsecondary vocational training, related to Office Services and Related Technologies on the credential and verified by official transcript, may be substituted for a maximum of two of the five years of experience.) (Persons applying under this pattern may also use accumulated part-time work to meet the five-year requirement.) (Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in the Office Services and Related Technologies may be substituted for the required experience.); and

Education: Graduation from high school or its equivalent; and

License/Credential: Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in Office Services and Related Technologies. (Applicants who do not possess this credential may take the examination but **must have on file with the Commission on Teacher Credentialing an application for the Office Services and Related Technologies credential before appointment** and must secure the credential within 120 working days after appointment. After issuance, the credential must be maintained by completion of any examinations and course work required.)

Special Requirements: Must be willing to continue their educational development; work in a State correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of inmates, wards, residents, and patients; maintain high standards of morals and speech; tact; patience; and emotional stability.

Special Physical Characteristics: Must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/wards.

Assignments during tour of duty may include sole responsibility for the supervision of inmates/wards and/or the protection of personal and real property.

MINIMUM
QUALIFICATIONS
(CONTINUED)

Applicants must show their Teacher Credential number, title, and expiration date on their Examination Application (Std. Form 678.)

Conditions of Pre-Employment: Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the California Department of Corrections and Rehabilitation's Division of Juvenile Justice shall undergo a thorough background investigation prior to appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, **"No person who has been convicted of a violent or serious felony shall be employed by a school district."**

NOTE: High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Methods, materials, tools, machines, equipment, and safety principles involved with Office Services and Related Technologies

NOTE: In addition, competitors must be willing to learn principles, methods, practices, current developments and trends in vocational education.

B. Ability to:

1. Perform the duties of a journeyperson in the Office Services and Related Technologies field

2. Provide leadership and motivation to inmates/youthful offenders

3. Teach and supervise inmates/youthful offenders

4. Work effectively with other disciplines

5. Read and use drawings and sketches

6. Estimate and order supplies

7. Analyze situations accurately and take effective action

8. Maintain fair and firm discipline

9. Keep records and prepare reports

ELIGIBLE LIST
INFORMATION

A separate eligible list will be established to fill vacancies for the institutions on the attached list. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Vocational Instructor (Office Services and Related Technologies) (Correctional Facility)** helps persons committed to State correctional facilities in the Department of Corrections and Rehabilitation (formerly the Department of Corrections or the Department of the Youth Authority) prepare to become productive and contributing members of society by training them in the trade and vocational skills necessary to gain employment and by helping them to develop socially acceptable attitudes and interests. The instructors gives both individual and group instruction and, in many instances, participate as members of an interdisciplinary treatment team; supervises the conduct of the students while in the classroom or shop and may be called upon to assume general custody responsibilities in time of emergency.

The Department stipulates that the instructor play an important role in the total rehabilitation, education, treatment, training process, as well as in teaching the skills which will enable the individual student to seek occupational opportunities. Instructor's tasks include: planning, assigning and supervising work; maintaining control and discipline in the classroom or shop; controlling all materials and equipment which may be used as potential weapons.

Preparing courses of study and daily lesson plans; counseling students as to progress in the instructional program and working with them in helping them set and meet educational vocational rehabilitative needs and goals; participating in program evaluation; participating in Trade Advisory Committee meetings; preventing escapes and injury by students to themselves or others or to property; inspecting premises and searching students for contraband, such as weapons or illegal drugs; may be assigned as relief instructors, on a full-time basis, in specialties other than those for which they were hired; may work with treatment teams which combine the services of personnel in the custody, academic, vocational, psychiatric and casework areas; provides information of an educational nature which can help other members of the team to better determine each student's treatment needs; once a plan is developed, for providing through their classroom curriculum program, the types of experience which is compatible with this plan; and does other related duties.

Position(s) are located in institution(s) statewide with the Department of Corrections and Rehabilitation.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS

Veteran’s Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran’s Preference Points.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Office of Selection Services three weeks after submitting their application if he/she has not received his/her progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran’s Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by DPA as managerial.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

LOCATION PREFERENCE SHEET

- ☐ 1605 AVENAL STATE PRISON
P.O. BOX 8
#1 Kings Way
Avenal, CA 93204

☐ 1802 CALIFORNIA CORRECTIONAL CENTER
P.O. BOX 790
711-045 Center Road
Susanville, CA 96127-0001

☐ 4811 CALIFORNIA STATE PRISON, SOLANO
P.O. BOX 4000
2100 Peabody Road
Vacaville, CA 95696-4000

☐ 3329 IRONWOOD STATE PRISON
P.O. Box 2229
19005 Wiley's Well Road
Blythe, CA 92226

☐ 0309 MULE CREEK STATE PRISON
P.O. Box 409099
4001 Highway 104
Ione, CA 95640

☐ 3310 CALIFORNIA REHABILITATION CENTER
P.O. BOX 1841
5th and Western
Norco, CA 92860

☐ 2701 CORRECTIONAL TRAINING FACILITY
P.O. BOX 686
Highway 101 North
Soledad, CA 93960-0686

☐ 1608 SUBSTANCE ABUSE TREATMENT FACILITY & STATE PRISON at CORCORAN
P.O. BOX 7100
900 Quebec Avenue
Corcoran, CA 93212-7100

☐ 3917 N.A. CHADERJIAN YOUTH CORR FACILITY
7650 South New Castle
Stockton, CA 95213

☐ 1967 SOUTHERN YOUTH CORR RECEPTION CENTER AND CLINIC
13200 South Bloomfield
Norwalk, CA 90650

☐ 1995 CALIFORNIA STATE PRISON, LOS ANGELES COUNTY
Attn: Personnel Office
44750 60th Street West
Lancaster, CA 93536-7620

☐ 1503 CALIFORNIA CORRECTIONAL INSTITUTION
P.O. BOX 1031
24900 Highway 202
Tehachapi, CA 93581

☐ 3613 CALIFORNIA INSTITUTION FOR WOMEN
P.O. Box 6000
Corona, CA 92878-6000
16756 Chino-Corona Road
Corona, CA 92880-9508

☐ 4804 CALIFORNIA MEDICAL FACILITY
P.O. Box 2000
1600 California Drive
Vacaville, CA 95696-2000

☐ 4005 CALIFORNIA MEN'S COLONY
P.O. Box 8101
Highway 1
San Luis Obispo, CA 93409-8101

☐ 3313 CHUCKAWALLA VALLEY STATE PRISON
P.O. BOX 2289
Blythe, CA 92226
19025 Wiley's Well Road
Blythe, CA 92225

☐ 1015 PLEASANT VALLEY STATE PRISON
P.O. BOX 8506
24863 West Jayne Avenue
Coalinga, CA 93210-1135

☐ 2004 VALLEY STATE PRISON FOR WOMEN
P.O. BOX 99
21633 Avenue 24
Chowchilla, CA 93610-0099

☐ 3628 HEMAN G. STARK YOUTH CORR FACILITY
15180 Euclid Avenue
Chino, CA 91710

☐ 5610 VENTURA YOUTH CORR FACILITY
3100 Wright Road
Camarillo, CA 93010

☐ 1522 KERN VALLEY STATE PRISON
3000 West Cecil Avenue
Delano, CA 93216

☐ 3404 FOLSOM STATE PRISON
Attn: Personnel/Testing Office
P.O. BOX 910
Folsom, CA 95763

☐ 1307 CALIPATRIA STATE PRISON
P.O. BOX 5001
7018 Blair Road
Calipatria, CA 92233

☐ 1308 CENTINELA STATE PRISON
P.O. BOX 731
2302 Brown Road
Imperial, CA 92251

☐ 2003 CENTRAL CALIFORNIA WOMEN'S FACILITY
P.O. BOX 1501
23370 Road 22
Chowchilla, CA 93610-1501

☐ 1606 CALIFORNIA STATE PRISON, CORCORAN
P.O. BOX 8800
4001 King Avenue
Corcoran, CA 93212-8309

☐ 5505 SIERRA CONSERVATION CENTER
P.O. BOX 497
5100 O'Byrnes Ferry Road
Jamestown, CA 95327

☐ 1513 WASCO STATE PRISON RECEPTION CENTER
P.O. BOX 8800
701 Scofield Avenue
Wasco, CA 93280-8800

☐ 0307 PRESTON YOUTH CORR FACILITY
201 Waterman
Ione, CA 95640

Please attach the Location Preference Sheet to your Examination Application (STD 678).